

2.9.1 Meeting Rooms and Conference Rooms

Policy Effective Date: 3/15/2024

The primary purpose of library meetings rooms is to provide a space for library and library-related activities. The needs of the library will take precedence. The library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant. When a meeting room is not being used for a library activity, the space may be reserved by groups or individuals per this policy. Requests for meeting space should be made 48 hours in advance.

Meeting room use may not result in financial gain for the meeting's organizers or its attendees. Solicitations, charging for admittance and the selling of products or services are prohibited.

Meeting rooms are available regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the library's meeting space does not imply that the library endorses the aims, policies, views or activities of the group or organization using the room.

I. Meeting Rooms

a. Availability

- i. Library meeting room space is available at no charge. Meeting rooms are available only during the library's open hours. Setting up and cleaning the room must be completed within the library's open hours.
- ii. The library generally limits use of meeting rooms by individuals or organizations to twice per month. The library director or their designee will determine any exceptions based on the space available, the time and day requested, frequency and the interval between meetings. Organizations booking the room under different member names or otherwise attempting to circumvent library policy or procedure may be denied access to the library meeting rooms by the library director or their designee.
- iii. All meetings and events held in library meeting rooms are open to the public. Library staff have the right to monitor all meetings and programs held on library property.
- iv. Meeting room availability, including approved reservations, is subject to change due to library closings for inclement weather or other emergency situations. An attempt will be made to contact the organizer.

b. Marketing

- i. Allowed use of public meeting rooms does not imply library endorsement of any non-library event or activity held in the meeting rooms. Non-library events may not use library contact information in their publicity and may not claim library sponsorship of events or activities. The library requests that any publicity for the meeting include the statement "This event is not sponsored by or affiliated with Pickaway County Library."
- ii. Library staff will refer questions about the organization or group, other than the day and time of the meeting, to the person requesting the room.
- iii. The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. Library-sponsored program may have a registration charge to defray or reduce the cost of the program.

- c. Reservations
 - i. The library director or their designee must approve all reservations. The individual requesting the room will be the primary contact and the person responsible for the terms of this policy, including financial responsibility for any damage to the meeting space, its furnishings or equipment.
 - ii. The requester of the room reservation must be at least 18 years old.
 - iii. Reservations are not transferable.
 - iv. The library director has the final authority in granting or refusing permission for the use of meeting space.
 - d. Food and Drink
 - i. Refreshments may be served in the meeting rooms except Conference Rooms C and D. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.
 - e. Furniture and Equipment
 - i. Groups are responsible for arranging chairs, tables, and other equipment as desired. Following use of the room, groups must return the room to its original condition and layout.
 - ii. No decorations or other materials may be attached to the walls or ceiling of meeting rooms.
 - iii. Flammable materials including but not limited to candles or canned burners are prohibited unless use has been approved by library staff.
 - iv. Individuals using a library meeting room are responsible for the care of library furniture and equipment such as tables, projector screens, and projectors and are liable for damages made to equipment or furniture.
 - f. Liability
 - i. The Board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.
 - ii. Participants in the meeting rooms must follow the Patron Code of Conduct. Use of the meeting room may be terminated at any time if the group or any of its participants are not following the Patron Code of Conduct. The requester of a room is responsible for the orderly conduct of the group. Unattended minors under the age of 18 are not permitted in library meeting rooms.
 - iii. The library is not responsible for anything left on the premises by groups using the meeting rooms. Furniture, equipment, and supplies for outside groups may not be stored on library property.
- II. Conference Rooms
- a. Availability
 - i. Conference rooms are available at the Main library for use by reservation only and must follow the policies listed above, with the following exceptions: Food is not permitted in Conference Rooms; and Conference Rooms may be used by unattended minors age 13 and older.